



2020-2021 **Newly Awarded** **Grantee Training**

This Training Will Cover

- FVA Staff Roles
- Know Your Grant
- Maintaining and Reporting for your FVA Grant
- GovGrants
- Approval for Reports and Amendments
- Compliance
- Acknowledge and Promote your Grant
- Questions
- Wrap Up





Welcome and Congratulations!

**Funding for Texas Veterans
Since 2009**



Funding For Texas Veterans

- Texas Lottery “Supporting Texas Veterans” tickets
- Driver’s Licenses, IDs, & Licenses to Carry
- Vehicle Registrations
- Direct donations
- State Employees Charitable Campaign
- Hunting & Fishing Licenses





Award History

- General Assistance grants since 2010
- Housing 4 Texas Heroes grants since 2012
- Veterans Mental Health grants since 2014
- Veterans Treatment Court grants since 2016
- Veterans County Service Officer funding since 2018





2020-2021 Awarded Grantees

133 organizations awarded \$30,775,000 in grants:

- \$13.32M in 57 General Assistance grants
- \$6.1M in 24 Housing 4 Texas Heroes grants
- \$5.875M in 27 Veterans Mental Health grants
- \$4.305M in 19 Veterans Treatment Court grants
- \$1.175M in 6 Veterans County Service Officer grants





FVA Staff Roles



Role of Grant Officer

- Provide **technical assistance** to grantees on completing monthly reports and administering the grant
- Review/process **monthly expenditure reports**, and amendments
- Monitor **performance measures** quarterly
- Verify costs in contract and PRR are **allowable and reasonable**





Role of Compliance

- **Protect** the Fund for Veterans' Assistance from waste, fraud, & abuse
- **Evaluate grant performance** and grantee expenditure requirements
- **Evaluate grantee's adherence to rules and regulations** governing the Fund
- Ensure resources are spent **efficiently and effectively**





Role of Communications

- Inform you of important **news and updates** from the Fund for Veterans' Assistance and Texas Veterans Commission
- Provide **technical assistance** to grantees on publicity
- **Promote** the Fund for Veterans' Assistance and the work of grantees





Know Your Grant

Overview • Getting Started

Internet Browser



Google Chrome – Recommended



FireFox – Recommended



Safari - Recommended



Internet Explorer – Not Recommended



Approved Grant

Know & follow the details of your approved grant:

- Project Narrative
- Budget
- Budget Narrative
- Request for Application (RFA)
- Associated rules and requirements as listed in RFA
- Your agencies policies and procedures



Grant Contract Overview: NOGA

Notice Of Grant Award

- Available after TVC Executive Director approves the grant and grantee accepts in GovGrants system
- Memorializes the final details of your agreed grant contract
- Entirely in GovGrants
 - Print it out
 - Signing Authority must sign
 - Scan & upload to GovGrants
 - Inform your GO



Grant Operations Begin July 1, 2020

- No pre-award spending
- Employees budgeted at 100% must be dedicated to the grant
- Grant-funded employees TBD/TBH?
 - If you haven't already posted grant positions on job boards, do this ASAP



Reminder: Set Up Payment Requirements

- **Must submit:**
 - Signed NOGA (GovGrants)
 - Direct Deposit Form (Email)
 - W-9 Form (Email)
 - AP-152
- Payments cannot be made until these are submitted





Maintaining and Reporting for Your FVA Grant

Changes • Reports

Documentation • Amendments

Inform FVA of Organizational Changes

- You must notify your Grant Officer when any of these change:
 - Mailing Address
 - Phone Number (intake or staff contact numbers)
 - Website Address
 - Principal Participants - must submit resume in GovGrants
 - IRS Nonprofit Status Changes

Source: 2020-2021 Request for Applications,
Program Requirements, VI. "Changes to Program"



Payment Reimbursement Requests (PRR)

- Due on the 15th of the month following the end of the reporting month
 - **Can submit early if all paperwork is complete**
- Created automatically in GovGrants
- Will appear as a task on your home screen in GovGrants



Progress Reports (PR)

- Due on the 15th of the month following the end of the reporting quarter
 - **Can submit early if all paperwork is complete**
- Provide County-level detail in spreadsheet



Benchmarks

** Set by Texas Administrative Code §460.2*

% Grant Period Elapsed	Performance Benchmark	Expenditure Benchmark
25% Due Oct 15	15%	15%
50% Due Jan 15	40%	40%
75% Due Apr 15	70%	70%



Grant Amendments Overview

- Grantees are allowed **3 amendments** per grant period
- **April 15, 2021** is the last day to submit amendments:
- **3 types** of amendments: Budget, Scope, and Time



Types of Grant Amendments

Budget Amendments modify how you plan to spend grant funds in delivering services

Scope Amendments alter what, or where, services the grant funding can cover

Time Amendments extend the grant period up to 6 months. May not extend beyond December 31, 2020



**You can submit multiple
proposed changes to your
project in a single amendment.**





GovGrants

Navigation

GovGrants > Actions



Open PDF
Not Preferred



**View
Record**
Used Often



**Download
PDF**
Rarely Used



**Open In
New
Window**



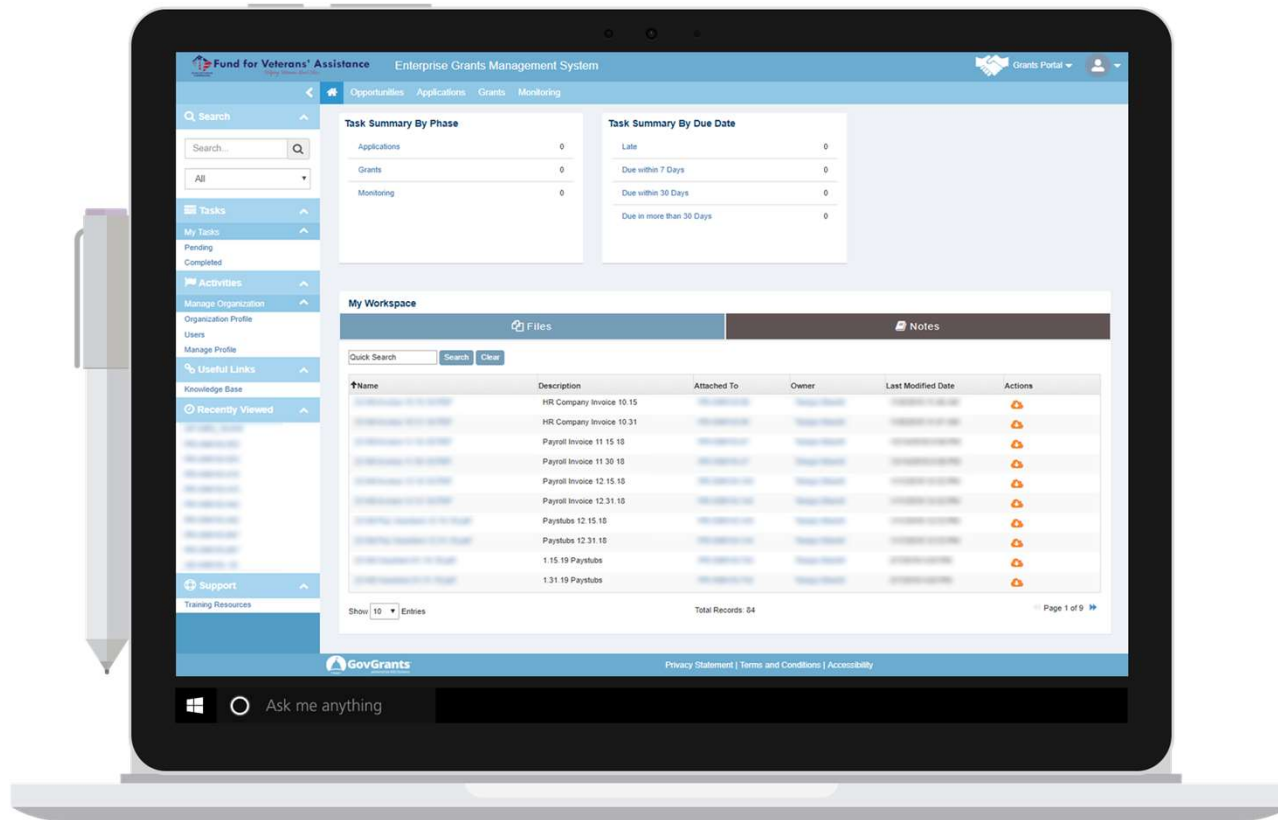
Edit
Used Often



**Play
Button**
Used Often



Grantee Portal > Home



Q Search

Search...

All

Tasks

My Tasks

Pending

Completed

Activities

Manage Organization

Organization Profile

Users

Manage Profile

Useful Links

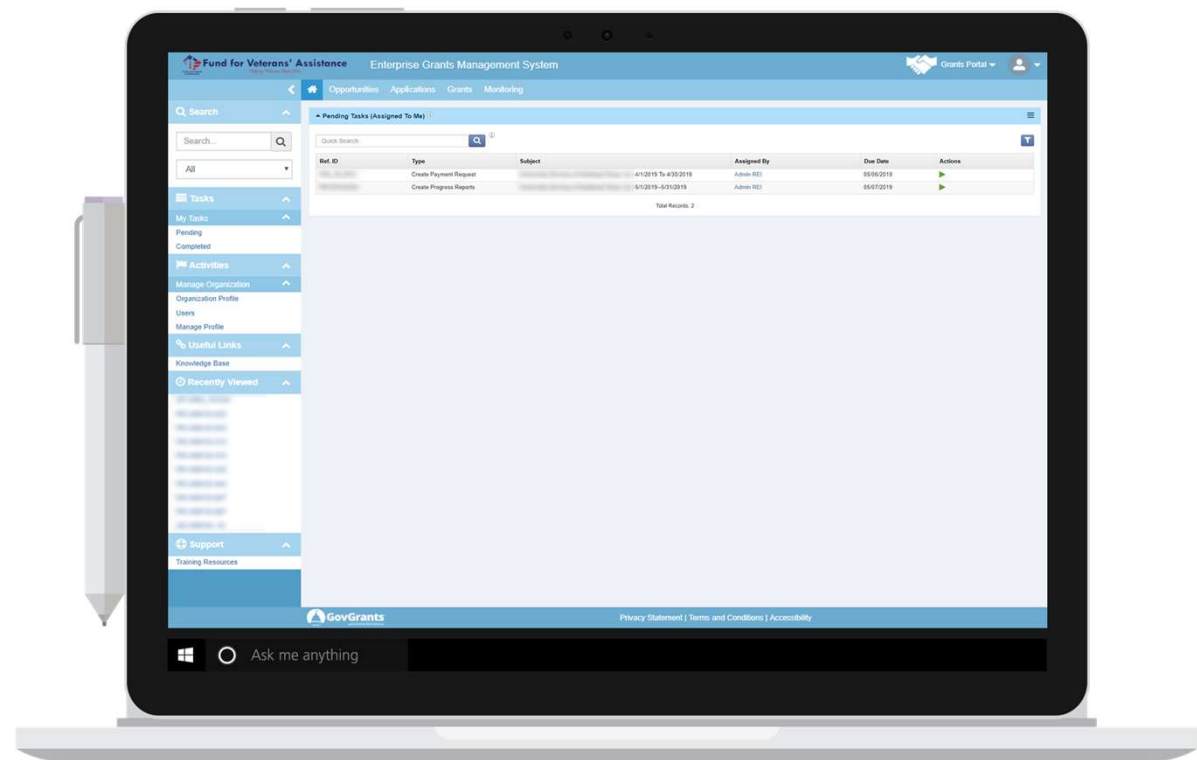
Knowledge Base

Recently Viewed

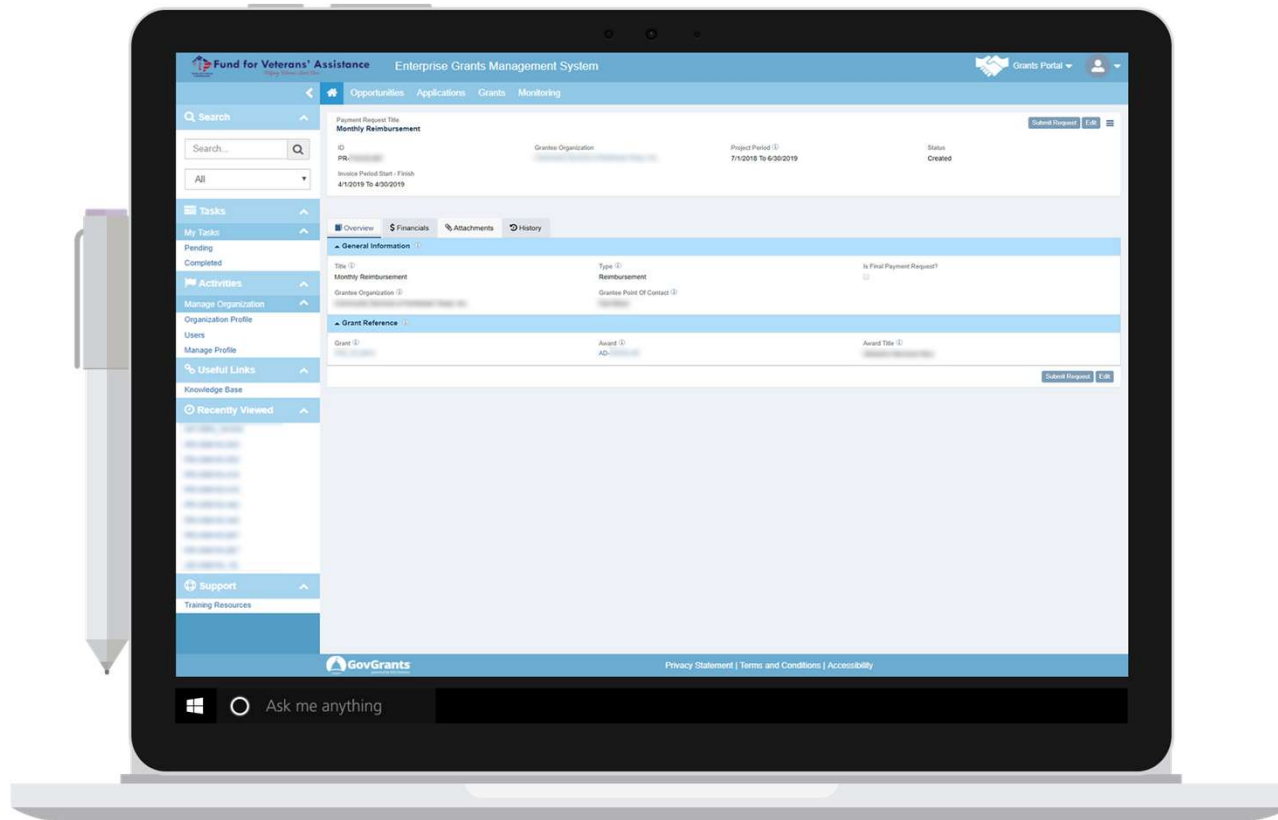
Support

Training Resources

Home > Requests & Reports Due



Pending Tasks > Play Button (Start Task)





Approval For Reports & Amendments

FVA Approval • TVC Approval

FVA Report Approval Process

- Grant Officer
- Lead Grant Officer
- Manager
- Finance Payment



TVC Amendment Approval Process

- Grant Officer
- Lead Grant Officer
- Manager
- Finance
- Legal
- FVA Director
- Director of Resource Management
- Executive Director





Compliance

Visits · Findings

Compliance Review

A compliance review can be done through:

- On-Site Monitoring
- On-Site Compliance
- Desk Reviews



Compliance Reviews

Will require a completed questionnaire provided by FVA

The review will include:

- A monthly PRR
- Review of organizations policies and procedures
- Review of accounting procedures
- Review of veteran eligibility documentation
- Review of FVA acknowledgement on website and all printed materials



Most Compliance findings fall into four categories.

1. Improper eligibility documentation
2. Client served does not match that listed in approved grant
3. FVA Recognition to include logo, verbiage and link not properly posted on website and printed material
4. Improper reporting of client numbers



Responses to Compliance Visits

1. Grantees should **respond** to the Compliance Report within the timeframe listed in the report.
2. Responses to the Compliance Report should be **signed by your organization's Signing Authority.**





Acknowledge & Promote Your Grant

How To Acknowledge

Communications Assistance Available

Acknowledge Your Grant

You are required to acknowledge your grant

- Verbiage, URL, & logo on website (together)
- Recognize at events funded by the grant (verbally & in signage)
- Acknowledge in presentations, speeches, & all printed materials funded by FVA.



Verbiage, Logo, and Link Together



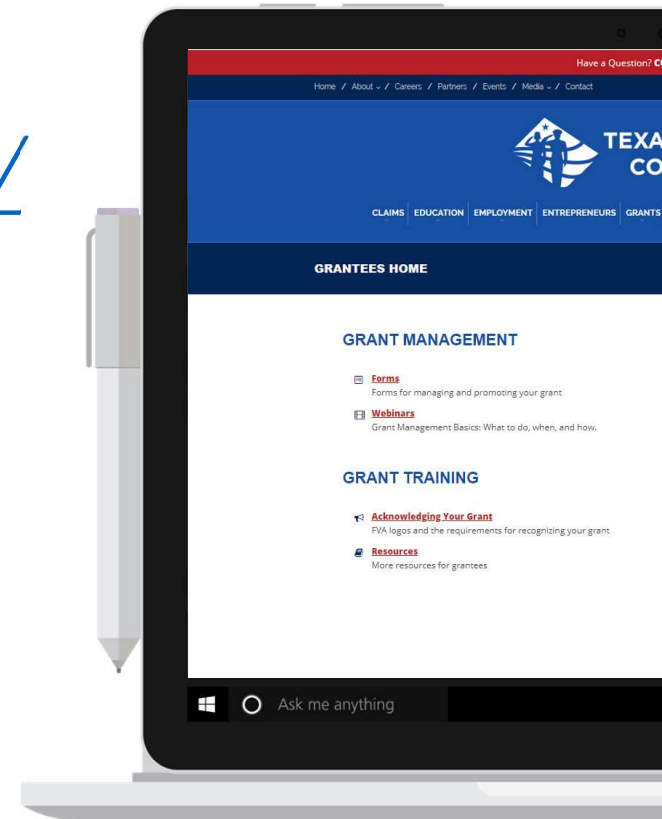
This program is supported by a grant from the Texas Veterans Commission *Fund for Veterans' Assistance*. The *Fund for Veterans' Assistance* provides grants to organizations serving veterans and their families. For more information, visit [TVC.Texas.gov](https://www.TVC.Texas.gov).



News & Resources For Grantees

www.TVC.Texas.gov/grants/grantees/

Bookmark this page!



**Do NOT unsubscribe from
grants@TVC.Texas.gov emails.
You WILL miss important
information.**



2020-2021 Grant Training Schedule

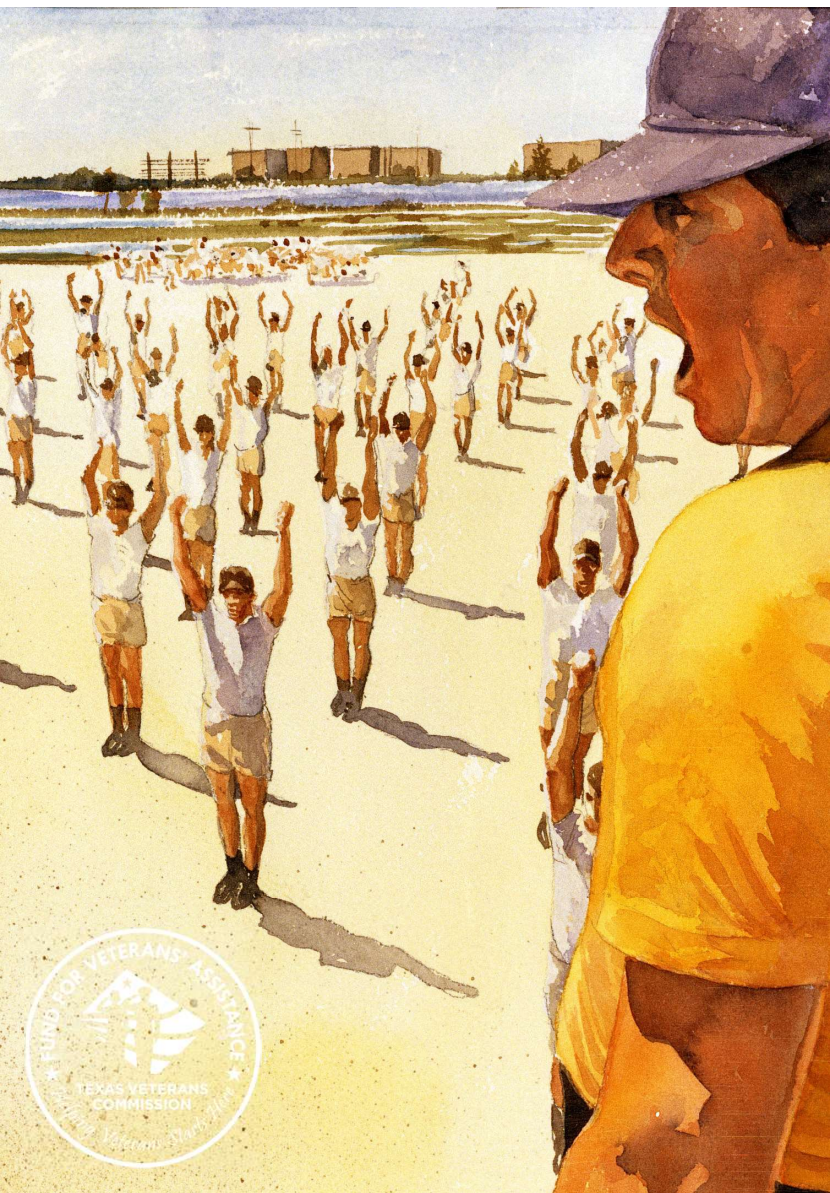
- **June 18, 2020:** 2020-2021 Awarded FVA Grantee Training
<https://attendee.gotowebinar.com/register/1772708919152876812>
- **July 7, 2020:** Progress Reports & Requesting Reimbursements
<https://attendee.gotowebinar.com/register/5615073248695010572>
- **July 21, 2020:** Acknowledging & Promoting Your Grant
<https://attendee.gotowebinar.com/register/2932797040549426956>



2020-2021 Grant Training Schedule

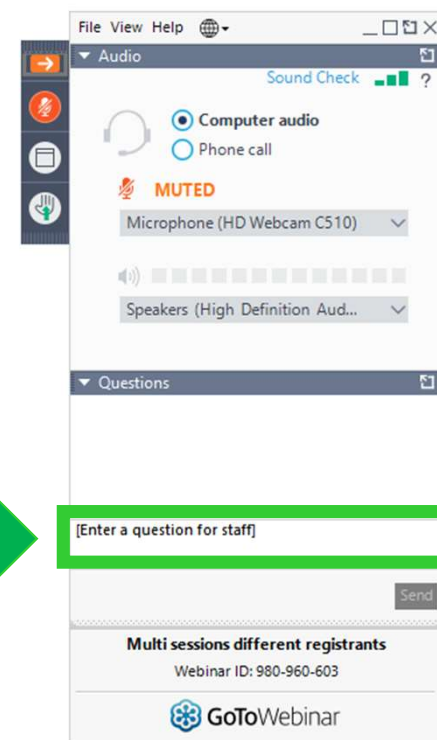
- **October 6, 2020:** Grant Amendments
<https://attendee.gotowebinar.com/register/8963845917807748876>
- **March 2021:** Grant Amendments (Replay/Refresher)
- **June 8, 2021:** Grant Closeout





Questions

You ask, FVA answers.





Contact Us



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